

Course Schedule
ENGL 2223
Fall 2022

Most assignments are due Fridays by 5:00pm

Week	Date	Readings and Assignments
1	M 8/22- F 8/26	<p>Topic: Foundations of Business Writing</p> <p>What to Read:</p> <ul style="list-style-type: none"> ● Week 1 Materials ● <i>WTW</i> Chapter 1 <p>What to Complete by Fri. Aug. 26th:</p> <ul style="list-style-type: none"> ● Discussion Board 1
2	M 8/29- F 9/2	<p>Topic: Basics of Business Writing; Writing emails</p> <p>What to Read:</p> <ul style="list-style-type: none"> ● Week 2 Materials (this includes Project 1 Materials) ● <i>WTW</i> Chapter 7 <p>What to Complete by Fri. Sept. 2nd:</p> <ul style="list-style-type: none"> ● Discussion Board 2 ● Work on Project 1- Genre Makeover
3	T 9/6- F 9/9	<p>Topic: Writing Process</p> <p>What to Read:</p> <ul style="list-style-type: none"> ● <i>WTW</i> Chapter 2 <p>What to Complete by Fri. Sept. 9th</p> <ul style="list-style-type: none"> ● Submit Project 1- Genre Makeover ● Quiz 1
4	M 9/12- F 9/16	<p>Topic: Proposal Writing</p>

		<p>What to Read:</p> <ul style="list-style-type: none"> • <i>WTW</i> Chapter 3 • <i>WTW</i> Chapter 12 <p>What to Complete by Fri. Sept. 16th:</p> <ul style="list-style-type: none"> • Discussion Board 3 • Work on Project 2- Proposal
5	M 9/19- F 9/23	<p>Topic: Writing Instructions</p> <p>What to Read:</p> <ul style="list-style-type: none"> • <i>WTW</i> Chapter 11 <p>What to Complete by Fri. Sept. 23rd:</p> <ul style="list-style-type: none"> • Submit Project 2- Proposal • Quiz 2 • Discussion Board 4
6	M 9/26- F 9/30	<p>Topic: Resumes and Cover Letters</p> <p>What to Read:</p> <ul style="list-style-type: none"> • Week 6 Materials • <i>WTW</i> Chapter 14 <p>What to Complete by Fri. Sept. 30th:</p> <ul style="list-style-type: none"> • Work on Project 3- Job Packet • Discussion Board 5
7	M 10/3 (Last day to file for Graduation)- F 10/7	<p>Topic: Designing Texts</p> <p>What to Read:</p> <ul style="list-style-type: none"> • <i>WTW</i> Chapter 5 <p>What to Complete by Fri. Oct. 7th:</p> <ul style="list-style-type: none"> • Submit Project 3- Job Packet

		<ul style="list-style-type: none"> • Quiz 3
8	M 10/10- F 10/14	<p>Topic: Professionalism</p> <p>What to Read:</p> <ul style="list-style-type: none"> • Week 8 Materials • <i>WTW</i> Chapter 8 <p>What to Complete by Fri. Oct. 14th:</p> <ul style="list-style-type: none"> • Discussion Board 6 • Work on Project 4-Communication Packet
9	M 10/17- F 10/21	<p>Topic: Online Writing</p> <p>What to Read:</p> <ul style="list-style-type: none"> • <i>WTW</i> Chapter 6 <p>What to Complete by Monday Oct. 21st:</p> <ul style="list-style-type: none"> • Discussion Board 7 • Work on Project 4- Communication Packet
10	M 10/24 (Last Day to drop with "W")- F 10/28	<p>Topic: Communication Packet</p> <p>What to Read:</p> <ul style="list-style-type: none"> • Nothing this week <p>What to Complete by Fri. Oct. 28th:</p> <ul style="list-style-type: none"> • Submit Project 4- Communication Packet • Quiz 4
11	M 10/31- F 11/4	<p>Topic: Reports- Conducting Research</p> <p>What to Read:</p> <ul style="list-style-type: none"> • Week 11 Materials • <i>WTW</i> Chapter 4

		<p>What to Complete by Fri. Nov. 4th</p> <ul style="list-style-type: none"> • Discussion Board 8 • Create/Administer Surveys
12	M 11/7- F 11/11	<p>Topic: Writing Reports</p> <p>What to Read:</p> <ul style="list-style-type: none"> • <i>WTW</i> Chapter 10 • Week 12 Materials <p>What to Complete by Fri. Nov. 11th</p> <ul style="list-style-type: none"> • Discussion Board 9 • Work on Project 5 • Schedule Meeting with Ms. Hunsaker
13	M 11/14- F 11/18	<p>Topic: Meetings</p> <p>What to Read:</p> <ul style="list-style-type: none"> • Week 13 Materials • <i>WTW</i> Chapter 13 (pgs 477-487, Conducting Productive Meetings) <p>What to Complete by Fri. Nov. 18th</p> <ul style="list-style-type: none"> • Meet in-person or over Zoom with Ms. Hunsaker (see Week 12 instructions) • Discussion Board 10 • Work on Project 5- Long Report
14	M 11/21- F 11/25	<p>Topic: THANKSGIVING WEEK</p> <p>What to Read:</p> <ul style="list-style-type: none"> • Nothing- Work on your Long Reports, but be prepared to come back and learn how to give presentations. <p>What to Complete by Fri. Nov. 25</p> <ul style="list-style-type: none"> • Work on Project 5- Long Report

15	M 11/28- F 12/2	<p>Topic:</p> <p>What to Read:</p> <ul style="list-style-type: none"> • <i>WTW</i> Chapter 13 (pgs. 453-476, Preparing and Delivering Presentations; Listening) <p>What to Complete by Fri. Dec. 2nd</p> <ul style="list-style-type: none"> • Submit Project 5- Long Report • Quiz 5
16	M 12/5-	<p>Topic: Finals</p> <p>What to Complete by Thurs. Dec. 8th</p> <ul style="list-style-type: none"> • Video Presentation over Project 5- Long Report

*This schedule is subject to change.